

25X1A9a

Security Information

OFFICE OF RESEARCH AND REPORTS

Staff Meeting Notes

(Meeting held on 7 January 1953, 2125 "M" Building)

Subject 25X1A9a Discussion Action

Introduction of [REDACTED] 25X1A9a
 Mr. Amory introduced [REDACTED] to the assembled group. [REDACTED] has been working throughout the U.S. as an Agency recruiter, concentrating his efforts on the location of suitable personnel to fill ORR professional vacancies. 25X1A9a

25X1A9a

Introduction of [REDACTED] 25X1A9a 25X1A9a
 Mr. Amory introduced [REDACTED] who has recently joined the staff of the Chief of Research to direct ORR's research on China and the Far East. Mr. Amory pointed out that, since such a low priority had been given to research on China by ORR in the past and such important gaps exist, we must unify and give direction to an enlarged China program in order to satisfy our consumers and fulfill our assigned function of conducting economic research on the entire Soviet Bloc. In connection with this assignment, [REDACTED] was directed to attend all ONE meetings on papers dealing with China and the Far East. 25X1A9a

1952 Program

Mr. Amory congratulated the Divisions on having met the 1 January deadline for submitting papers to D/R on all but one of the projects undertaken as a result of the Task Force I Inventory of Ignorance. The following chart showing output by Division was put on the blackboard:

		<u>D/S</u>	<u>D/I</u>	<u>D/M</u>
No. Projects Undertaken		21	31	41
Published	Formal	4	8	4
	WP	0	1	6
In D/R	Formal	7	9	13
	WP	6	4	7
Total		17	22	30
Cancellations		4	9	11
Ultimate RR's		8	12	17

DOCUMENT NO. 9
 NO CHANGE IN CLASS. []
 [] DECLASSIFIED
 CLASS. CHANGED TO: TS S
 NEXT REVIEW DATE: 7-11-79
 AUTH: HR 702
 DATE: REVIEWER: 372044

Subject

Discussion

Action

Mr. Amory pointed out the need for having all work on this program completely behind us by 1 March. In order to accomplish this, D/R was directed to separate out those items which are to be issued as Working Papers, prepare cover sheets, and return them to the Division concerned by 15 January. Divisions will have such papers prepared for reproduction without further editorial refinement. D/S will have 6, D/I 4, and D/M 7 such papers. The divisions are to return completed stencils to D/R for reproduction and distribution by 1 February.

The items to be issued as PR's and RR's will be edited and prepared for reproduction in D/R. Of these, D/S will have 2 issued in January and 5 in February; D/I, 1 in January and 6 in February; and D/M 4 in January and 9 in February.

When queried about the difference between RR's and PR's, Mr. Amory briefly described them as follows: RR's must be of high quality and of general enough interest that persons above the working level would be expected to read them; PR's must also be of good quality but insofar as the subject matter is concerned are more narrow in scope or only go part way in their treatment of the subject.

1953 Program

Mr. Amory requested Division Chiefs to convey his encouragement to analysts to do more speculative writing, not in place of basic research exposition, but following through on thoughts suggested during the preparation of such research exposition. He directed Chief, D/R, to tell his editors not to throw such speculative writing out of reports simply because it goes beyond the hard-shell outline. It is to be made very clear that this encouragement of speculative writing by analysts is not to be a substitution for an exposition of the research requirement.

Division Chiefs
to discuss with
analysts.

Area Coverage Problem

Mr. Amory discussed the requirements for material furnished by ORR Divisions to the Reading Panel. He reemphasized the fact that, except for D/E, Branches are not to request "world-wide coverage". EX/RR has been asked to see that requirements from Divisions for material from the Reading Panel are revised to include coverage of the Bloc only.

EX/RR; D/A; D/I;
D/M; D/S,

Foreign Languages

Mr. Amory commented favorably on the results during the trial period of the FDD Linguist Consultant Office and said that copies of the initial report of the LC's to FDD would be disseminated as a matter of general interest.

Information.

Related also is the recently organized German Language Scanning Group to which each Division is contributing. This operation will give analysts access to a large volume of German language material for the expenditure of a minimum

Subject

amount of time. It was estimated that two hours per week would be required by each analyst loaned to this Group.

25X1A9a

(D/A) will serve as Chairman.

Discussion

Action

Deadlines

Mr. Amory pointed out that deadlines set for the office-wide projects in the 1953 program are very carefully geared to ONE's needs and that, since ONE has postponed the preparation of important Estimates in order to have the benefit of these reports, it behooves us to be meticulous about meeting our prescribed deadlines.

Information.

Personnel Recruitment Ceilings

Mr. Amory mentioned that the latest announcement by the DCI regarding personnel ceilings reaffirms his earlier decision that the Agency is not to increase in size. It is anticipated that the DD/I will apportion its ceiling pro rata according to T/O of the various offices. Because of the lag between recruitment and actual entrance on duty, DD/A has agreed that we will recruit up to T/O and divisions are to continue their efforts to find suitable personnel to fill all T/O slots.

Information.
Divisions to continue efforts to fill all vacancies.

Correspondence with Prospective Employees

Mr. Amory directed that all letters to prospective employees prepared in branches or divisions are to be dispatched through St/A for last-minute check on security status, etc.

Divisions to send letters through St/A; St/A to make necessary checks and dispatch letters.

Time Reports

Mr. Amory directed that analysts should go back to Monday, 5 January, in making entries on their time reports. The need for maintaining a record of time spent on the various activities in which each analyst engages will be reexamined at the end of six months.

Division Chiefs to put managerial effort behind time study program.

Project Control Board

Mr. Amory announced that the new Project Control Board in D/R will be operational in February. He emphasized that Divisions should not duplicate the information on the Project Control Board, but rather should make full use of the one maintained by D/R. Progress on individual projects will be recorded in fractions — the denominator to be the total hours estimated for completion of the project and the numerator to be the hours already devoted to it. Divisions were cautioned to increase total hours estimated for completion as soon as it became evident that the original estimate was low rather than wait until all the estimated hours had been used up and then find that the project was only half completed.

25X1A9a

[REDACTED], D/R, to maintain Project Control Board.

Subject

Discussion

Action

Promotions

Mr. Amory pointed out that it is the responsibility of Division Chiefs to review, on a regular basis, the promotion possibilities for each individual in their divisions who is holding a slot at a higher grade than his own rating.

Information.

Provisional Clearances

25X1A9a [REDACTED] announced that, as a result of a survey of agency security conducted by a member of the FBI at the request of CIA, the DCI has directed that there will be no provisional clearances granted to bring persons on duty in CIA except in the case of clericals and rare instances where we would otherwise lose a top-notch person. At the same time it was ruled that agency funds will not be expended on training non-cleared personnel. This means we can not send provisionally cleared people to the Russian Language courses but must take care of them at the Library of Congress.

Information.

Security

25X1A9a [REDACTED] commented on the number of security violations in OHR and requested that all Division Chiefs give some thought to ways in which the security situation can be improved in their division. He also asked that each Division Chief designate a Security Officer (of at least medium grade level) for his Division and notify EX/RR of such appointment by 15 January.

Division Chiefs to notify EX/RR of Security Officers named.

25X1C8

Information.

25X1A9a [REDACTED]

B.

~~CONFIDENTIAL~~